

Current     Proposed

<b>Classification Title</b> Career Executive Assignment	<b>Division/Unit</b> Information Technology Division
<b>Working Title</b> Chief, Information Technology Division	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-175-7500-001	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> 11/05/2021

### CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

### General Statement

Under the administrative direction of the Chief Deputy Director, the Chief, Information Technology Division functions as the Division Chief and Chief Information Officer (CIO) overseeing the planning, organizing, and coordinating of the work of the Information Technology Division (ITD), which provides IT services in support of the Department of Human Resources' (CalHR's) and the State Personnel Board's (SPB's) programs, strategic goals, and business objectives. The CIO serves as the principal policymaker for the Department's IT programs and services, serves as a member of the Department's Executive team, and is the Chief IT policy advisor to the Executive Staff on all aspects of IT. Duties include, but are not limited to, the following:

### Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
35%	(E)	<b>Executive Leadership and Policy Oversight</b> Provide the highest level of policy advice to the Director and Chief Deputy Director regarding the Department's IT infrastructure including internal and external security, system architecture, networking and server activity, application systems, databases, data sharing, mobile devices, accessibility, project management and procurement. Direct the work of the ITD by implementing a culture of continuous improvement, performance management, and active leadership that supports the growth and development of staff. Promote and foster a

work culture that is conducive to employee engagement, productivity, and professional development. Provide leadership and guidance on significant issues requiring the highest level of sensitivity, leadership, and tact. Formulate departmental policies, procedures, and strategic plans for the technology required to meet the Department's mission critical goals and statewide programs. Develop and implement short and long-term IT strategic plans to improve technology and business alignment and maintain cost-effective IT infrastructure. Oversee the governance of technology within the department. Responsible for ensuring that the Department adheres to California Department of Technology (CDT), GovOPS Agency, and all other applicable IT policies and directives. Communicate to the Legislature and control agencies on the progress of the projects and initiatives. Responsible for the development of policies relating to all aspects of the system development life cycle (requirements, design, development, testing, implementation, maintenance) and ensures appropriate compliance and oversight of these functions. Conducts service-level evaluations and provides program management direction to ensure effectiveness and efficiency in meeting business IT needs.

30% (E)

**Data Policy Development & Implementation**

Develop, implement, and evaluate policy for the strategic collection and application of data for CalHR departmental programs. Establish and oversee a data governance committee. Set standards for determining data quality, assessing, and improving data quality through standards and training. Oversee the development and implementation of tools for data analysis. Institute a culture of using data for better decision-making. Adopt enterprise open data policies and standards, including metadata standards, data naming, abbreviations and acronyms.

25% (E)

**External Program Management**

Provide oversight and policy direction for projects pertaining to the statewide Enterprise Human Resources (EntHR) Architecture. Oversee progress and ensure compliance with the strategic objectives as defined by EntHR's charter for the State of California. Represent the Department with control agencies, GovOPS, and other departments on cooperative IT projects and concerning the Department's technical needs, concerns and other data processing issues. Facilitate cooperative relationships with departmental partners including California Department of Technology, the State Controller's Office, Government Operations Agency, and others. Ensure cohesiveness of various EntHR initiatives to support the implementation of new and improved systems and services. Provide governance of technology operations and projects to ensure they produce a maximum return on investment for the Department.

10% (E)

**Internal Program Management**

Manage administrative functions for the division including, but not limited to, forecasting and managing the division's budget, overseeing IT purchasing and contracts, and implementing sound personnel management practices. Approve, oversee and manage IT's fiscal, accounting and purchasing of IT hardware, software and services for both CalHR and SPB. Represent CalHR and SPB through the state's budget approval process, before all levels of government including the legislature. Effectively contribute to the department's EEO objectives in order to create and maintain a fair and equitable work environment.

## **Supervision Received**

The CIO reports directly to and receives the majority of assignments from the Chief Deputy Director; however, direction and assignments may also come from the Director.

## **Supervision Exercised**

The CIO directly supervises IT Manager I and II staff, and indirectly supervises IT Supervisor I and II, IT Specialist I and II, IT Associate, Staff Services Manager I, and Student Assistant classifications.

## **Special Requirements / Desirable Qualifications**

- Demonstrated knowledge of state policies, rules & standards relative to the State's information technology and digital services practices;
- Commitment to actively practicing fair behavior that is free from implicit bias in dealing with all parties;
- Experience fostering an inclusive work environment where diversity of thought is valued and encouraged;
- Experience in setting a culture of learning and growth for all employees, where new challenges are welcomed and the work product improves from a desire to learn and grow new ideas and new projects to support the department.
- Experience in recommending, developing and implementing policies and procedures and taking effective action;
- Program administration experience communicating with executive level management, other state agencies, legislative staff, industry, local governments, etc.;
- Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests;
- Strong leadership and management team experience demonstrating an ability to create clear goals and expectations, encourage leadership, use sound judgement in managing complex and varied programs;
- Experience facilitating collaboration across various stakeholder groups who have different, sometimes conflicting, priorities;
- Ability to gain the confidence and support of executive leadership and provide effective advice on regulatory and administrative matters and policies;
- Ability to collaborate with others to achieve mutual goals and meet the organizations' and external stakeholders' strategic goals and objectives; and
- Experience with forecasting and managing a division's budget.

## **Working Conditions**

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Include information on travel, overtime, and environmental factors. Describe physical tasks performed, operating machinery or equipment, ability to lift, etc.

## **Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>
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